

*Naming and Organizing Files for Electronic Library Submissions:*

*Please send PDF document collections to EPA on CD or USB flash drive. Zip files are okay.*

*Group documents in folders and subfolders if needed. The primary folder name should be the relevant section of the Assessment Report (ie. Wildlife, Cultural, Roads):*

*The document name should contain Author and Year with NO SPACES. Examples:*

*Smith\_2007.pdf  
Smith\_Wesson\_2012.pdf  
Smith\_et\_al\_1996.pdf  
Wesson\_1872.pdf  
Wesson\_1872-2.pdf*

*Documenting personal communications for Bristol Bay:*

*There is no official form to document personal communications. The following information should be included on a cover sheet, or on the top of a communications record: (Please feel free to cut and paste this as a template).*

**Record of Communication  
EPA Bristol Bay Watershed Assessment**

Date and time of contact:

Contact type: (Phone call, e-mail, in-person, other):

Contact Name :

E-Mail:

Phone:

Address:

Organization/affiliation:

Subject:

Summary/Notes:

Your Name:

Your e-mail or phone: